

**29 APRIL 1994**



*Personnel*

**UNIFORMS FOR CIVILIAN EMPLOYEES**

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OPR: HQ USAF/DPCE (Mr. Robert F. E.  
Cooney)

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Graham)

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This instruction implements AFPD 36-8, *Employee Benefits and Entitlements*, and Department of Defense (DoD) Instruction 1418.2, *Standards for Furnishing Uniforms or Paying Uniform Allowances to DoD Civilian Employees*, 5 May 1969, by establishing standards and conditions for furnishing uniforms or paying uniform allowances to direct hire Air Force employees paid from appropriated funds, including United States Air Force Reserve (USAFR) and Title 5 United States Code (U.S.C.) employees of the Air National Guard. It does not apply to employees furnished uniforms or paid uniform allowances under other laws or regulations, such as medical and food service personnel furnished uniforms under Table of Allowance (TA) 016, non-US citizen employees furnished uniforms or paid uniform allowances under labor agreements concluded with another government, and persons furnished special clothing under AFM 67-1 or its implementing instructions.

***SUMMARY OF REVISIONS***

This revision incorporates the guidance established in DoD Instruction 1418.2; eliminates the requirement for uniforms for visiting nurses and operations analysts; establishes the requirement for uniforms for civilian employees of United States Air Force Academy (USAFA) Athletic Department, 47th Flying Training Wing (FTW) aircraft maintenance, certain civilian employees assigned to 3613th Combat Crew Training Squadron (CCTS), certain employees assigned to the operation of audio-visual equipment at Air University; and establishes the requirement for the wearing of approved flame retardant uniforms for fire-fighters.

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## Chapter 1

### WEARING OF UNIFORMS AND ESTABLISHING UNIFORM ALLOWANCES

#### 1.1. When US Citizen Employees Wear Uniforms:

1.1.1. US citizen employees of the Air Force must wear uniforms when:

- Hired directly as a guard or police officer. Employees who are classified under standards who have primary functions in the fields of investigation and identification are excluded from wearing a uniform. Employees having both guard and firefighter duties wear the uniform for their primary assignment.
- Employed in the Fire Protection and Prevention series, GS-081.
- Employed as a chauffeur of vehicles assigned to the Secretary, Under Secretary, and Assistant Secretaries of the Air Force; Chief of Staff, Vice Chief of Staff, United States Air Force; or additional key officials of the Air Force as periodically designated by HQ USAF.
- Employed as a chauffeur or an operator of passenger vehicles. Commanders of major commands (MAJCOM) prescribe the uniform that the driver must wear.
- Employed as a physical education instructor at the USAF Academy Athletic Department.
- Assigned to 47th FTW Aircraft Maintenance, where their work makes ready-identification important.
- Hired to operate and maintain the water craft fleet assigned to the 3613th CCTS, USAF Water Survival School.
- Employed as an audio-visual equipment operator by Air University.

1.1.2. US citizen employees of the Air Force in oversea areas (or employees being deployed to oversea areas) may be required to wear uniforms if the theater or air component commanders determine there is an actual or threatened outbreak of hostilities, involving war, major civil disturbance (or other equally grave situations), or where the deployment necessitates the wearing of uniforms in specifically defined geographic areas.

1.1.3. Direct hire employees of the Air Force who aren't US citizens must wear uniforms when the oversea commander determines that the mission necessitates uniforms.

1.1.4. Employees are not required to wear uniforms when they are appointed for 3 months or less or for any period of appointment, unless their work makes ready-identification important and wearing uniforms will accomplish that objective.

#### 1.2. Responsibilities:

1.2.1. The HQ USAF Director of Civilian Personnel Policy and Personnel Plans or his or her designee and the HQ USAF Office of Primary Responsibility for the occupations listed in this instruction:

- Establish basic standards for furnishing uniforms or paying uniform allowances.
- Identify the employees who must wear uniforms.
- Identify the items of uniform required for each group of employees.
- Establish requirements for maintaining, repairing, and returning uniforms.

- Ensures that all uniform regulations comply with legal requirements and DoD policy.

#### 1.2.2. MAJCOMs:

- Review requests for civilian uniform wear.
- Send requests, with comments, to HQ USAF/DPCE 1040 Air Force Pentagon, Washington DC 20330-1040 for approval.

#### 1.2.3. Installation Commanders:

- Ensure that employees don't pay for uniforms unless the Air Force provides a uniform allowance.
- Send requests for uniform wear to MAJCOM.

#### 1.2.4. Supervisors:

- Identify the positions that require uniforms and initiate uniform authorization requests.
- Tell employees when and how to wear uniforms.
- Determine the amount and type of allowance (initial or replacement) and inform the accounting and finance officer.
- Inform employees about the Air Force uniform allowance.
- Obtain certifications from employees entering on duty in positions subject to uniform wear if they have been employed in DoD during the past year.
- Send a SF 1034, **Public Voucher for Purchases and Services Other Than Personal**, to the accounting and finance office to obtain allowances.

#### 1.2.5. Accounting and Finance Officers:

- Compute the amount of allowance the employee may receive.
- Record all uniform allowance payments.
- Furnish information about established uniform allowances when the Air Force transfers employees within the DoD or rehires employees in the same type of position.

#### 1.2.6. Civilian Personnel Officers:

- Inform operating officials about this instruction's provisions.
- Check SF 66, **Official Personnel Folder**, for certifications from employees who, within 1 year of previous employment in DoD, entered positions that have uniform requirements.
- Note verification on the employee's certificate and send the certificate to the accounting and finance office with the request for payment.

1.2.6.1. The civilian personnel flight (CPF) only requests further verification from the employee's former employing agency for a significant discrepancy between the information contained in the employee's certificate and the information on the SF 50, **Notification of Personnel Action**, in the official personnel folder.

#### 1.2.7. Functional Experts:

- Conduct annual reviews of uniform allowances for any necessary revisions.
- Determine when employees may obtain exceptions to this instruction's governing provisions.

- Estimate line-item costs when establishing the maximum amount of an initial or replacement allowance.
- Provide the initial and replacement allowance rate, with documentation, to HQ USAF/DPC.
- Formulate and publish policy guidance on Air Force civilian uniform materials.

### 1.3. Furnishing Uniforms:

1.3.1. The Air Force must either furnish a uniform or provide a uniform allowance to all civilian employees required to wear uniforms. When giving an employee a rented or purchased uniform, be sure that the cost doesn't exceed the actual cost of the uniform or the maximum uniform allowance, whichever is less.

1.3.2. Civilian employees normally must clean or launder their uniforms at their own expense.

1.3.3. Procure uniforms locally in accordance with established AF supply procedures.

1.3.4. When renting uniforms, account for and process the rental in the same way as other contractual services.

**1.4. Establishing Uniform Allowances.** A uniform allowance helps the employee pay for the uniform. It must not exceed the maximum authorized under 10 U.S.C. 1593. The Air Force does not categorize uniform allowances paid under this instruction as pay, salary, or compensation.

1.4.1. To establish an allowance, consider the quality of each uniform item that the employee needs to maintain a satisfactory standard of appearance. Base the initial allowance on the costs of the items that make up the required uniform, but be sure you don't exceed the maximum allowance limitation.

1.4.1.1. The initial allowance is effective as of the date an employee must first wear a uniform and covers a 1-year period from that date. Don't give the initial allowance to any employee or former employee who leaves a position before getting an authorized uniform allowance.

1.4.2. A replacement allowance reimburses employees for those uniform items that need replacement because of damage or wear. Local activities establish wearout periods for replacing uniforms, but the minimum period is 1 year.

**EXCEPTION:** Damage to clothing items beyond acceptable appearance standards qualifies for a replacement allowance.

1.4.2.1. When establishing wearout periods, consider such factors as these: environment (heat and cold); the likelihood that some items wear out sooner (for example, coat, hat, trousers); seasons (winter, summer); flame retardancy, and so on.

1.4.2.2. Set the replacement allowance to take into account locality, environment, amount of expense and frequency of replacement.

1.4.2.3. Provide the replacement allowance on an annual or quarterly basis. Be sure to pay it in full before the wearout period.

1.4.3. Authorize an annual allowance only for an employee who has the same uniform requirements throughout the year. If an activity has provided an annual allowance and the employee leaves a job requiring the wearing of the same uniform, the employee may keep one-fourth of the payment for

each quarter or portion of a quarter the employee held the job. The employee must return the balance of the annual payment.

1.4.3.1. When employees are on extended leave, with or without pay, at the time a replacement allowance is due (quarterly or annual), and the supervisor has good reason to expect that the employee will not return to work for at least 30 calendar days into the period, withhold the replacement allowance.

1.4.3.2. Employees who resume their position before the end of the quarter are entitled to the replacement allowance for the quarter.

1.4.3.3. Employees who receive a replacement allowance on an annual basis don't receive payments until they return to work. Their new annual payment cycle begins on that date.

1.4.3.4. Employees given quarterly replacement allowances, who leave before the period of service involved expires, don't have to pay back the uniform allowance.

1.4.4. Commanders determine the amounts of uniform allowances for eligible temporary employees. The commander's principle criteria are the employee's job requirements and the nature of the temporary employment. Allowances for temporary employees should be kept to a minimum.

## **1.5. Uniform Allowances for Reemployed or Transferred Employees:**

1.5.1. Transferred or rehired employees don't receive a new allowance for identical uniform requirements if it overlaps a period for which the employee was paid an initial or replacement allowance.

1.5.2. Employees transferred to or rehired in a position different from the one they left may receive an initial uniform allowance.

1.5.2.1. Employees who leave a position and are later rehired in or transferred to a position with identical or similar uniform requirements may receive an initial uniform allowance if at least 1 full year has passed since the end of the period covered by the last allowance payment.

## Chapter 2

### UNIFORM COMPOSITION AND WEAR

**2.1. Uniforms.** A uniform consists of the items of distinctive clothing or insignia that an employee must wear as a condition of employment, normally for identification purposes. Uniforms will be as economical as possible for the purpose it serves.

**2.2. Items Not Considered Part of a Uniform:**

- Normal work clothing, such as coveralls worn by painters and fatigue clothing worn by firefighters.
- Safety clothing such as safety shoes and asbestos gloves.
- Shoes and socks that employees may wear as items of civilian dress during off-duty hours.
- Shirts that employees normally wear under a uniform coat or blouse.

2.2.1. Shirts of a distinctive uniform appearance that employees normally wear as an outside garment in place of a uniform coat or blouse are considered part of the uniform.

**2.3. Wearing Uniforms.** Employees must wear uniforms while on official duty. They may wear them while traveling to and from official duty stations, if authorized by this instruction or permitted by local instructions.

2.3.1. Employees must keep all uniform items clean and neat and must replace items that are no longer serviceable. Employees normally pay their own cleaning and laundering expenses.

2.3.2. Local management decides when employees must replace uniform items.

**2.4. Changes in Uniform Items.** Functional experts decide when to make changes to civilian uniforms. They issue policy letters notifying installations of any changes to this instruction. The policy letter includes the implementation dates for the new uniform, a detailed description of the uniform's material and accessories, and other pertinent facts needed by the supervisor and employee to implement the policy. The policy letter is an extension of this instruction and carries the same authority.

2.4.1. When the Air Force revises civilian uniform items or specifications, employees subject to the new requirements may continue to wear their current uniform if it doesn't pose a safety risk or hazard to the employee.

2.4.2. Supervisors must ensure that when employees purchase replacement items, the items meet the new requirements.

**2.5. Standards of Appearance.** Employees required to wear uniforms must:

- Maintain a high standard of personal and uniform appearance.
- Keep uniforms neat, clean, pressed, serviceable, and presentable at all times.
- Not wear faded, frayed, or torn uniforms.

2.5.1. Commanders may prescribe standards of appearance to ensure that all employees meet job-related mission and safety requirements.

2.5.2. Uniforms will be kept buttoned and zipped at all times.

2.5.2.1. Male employees who work as guards or police must keep their hair evenly trimmed and tapered on the sides and rear of the head. Hair must not:

- Cover any portion of the ear.
- Extend over the collar while the employee is in a normal standing posture.
- Fall below the eyebrows when the employee is wearing the uniform headgear.

2.5.2.2. Sideburns must be:

- Neatly trimmed.
- Even in width.
- Not longer than the lowest part of the ear.

2.5.2.3. Employees may have mustaches but otherwise must be clean-shaven. The mustache must not extend 1/4 inch below or 1/4 inch beyond the line of an employee's upper lip or edge of the mouth.

2.5.2.4. Female employees who work as guards or police must wear their hair no longer than the shoulder and have hair styles that allow them to wear headgear properly. Wearing exaggerated hair styles with excessive fullness will not be allowed. Wearing pins, combs, or barrettes of similar color to the hair is permitted. Employees who wear hair pieces must conform to these same standards. Cosmetics must be conservative.

2.5.2.5. Firefighters must comply with more stringent appearance standards than non-uniformed employees. Firefighters may wear mustaches but otherwise must remain clean-shaven. The mustache must not extend more than 1 inch below or 1 inch beyond the line of an individual's upper lip or edge of mouth, and must not interfere with the seal of the self-contained breathing apparatus. Sideburns must be neatly trimmed, even in width, and no longer than the lowest part of the ear. Hair on the back of the head and neck must not extend below the bottom edge of the collar when the shirt is buttoned. Hair styles must not interfere with wearing safety equipment or the uniform hat.

## Chapter 3

### UNIFORMS FOR GUARDS AND POLICE

**3.1. Covered Employees.** This chapter's requirements apply to all civilians hired directly by the Air Force as guards or police.

**EXCEPTION:** Personnel classified under these standards who have primary functions in the fields of investigation and identification.

**3.2. Purpose of the Uniform.** Employees must wear uniforms for purposes of identification and as evidence of authority.

**3.3. When To Wear the Uniform.** Employees must wear the uniforms while on duty. They may also wear uniforms when traveling between their places of residence and the place of official duty.

**3.4. Prescribed Uniforms.** A duty uniform is a complete uniform as authorized in this chapter.

**3.5. Protective Clothing and Equipment.** Protective clothing and equipment such as safety-goggles, safety shoes, safety hats will be obtained through supply channels according to applicable regulations or instructions.

**3.6. Uniform Composition.** The uniforms for male and female guards and police are similar in material, design, and color.

**3.7. Cap Insignia and Badge.** Employees wear the DoD police and guard insignia and badge as a part of the uniform while on duty and when traveling to and from the place of official duty. The insignia and badge are accountable as Government property. Local authorities must establish necessary local safeguards to ensure that employees don't lose or damage DoD insignias and badges.

**3.8. Procuring Uniforms.** Employees must procure the prescribed uniform as soon as possible after receiving their initial uniform allowance.

**3.9. Uniform Appearance.** Miscellaneous paraphernalia, such as pencils, pens, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, or pipes will not be exposed on the uniform.

3.9.1. Female employees normally wear skirts between the bottom of the knee and 2 inches above the top of the knee.

**3.10. Uniform Items.** Table 3.1 prescribes the authorized combinations of uniform items (x indicates required items; o indicates optional items). The articles listed in columns B, C, and D constitute a complete basic uniform. Employees required to wear these uniforms:

- May not combine articles of uniform listed in different columns unless specifically authorized.
- May purchase and wear optional items when authorized by commanders.
- Must possess uniform articles in sufficient quantities to allow time for cleaning, laundering, and making emergency changes.

**3.10.1. Car Jacket.** The car jacket must have a badge tab on the left breast and a leather identification tag with velcro fastener on the right breast.

**3.10.2. Summer Windbreaker.** The summer windbreaker must have a badge tab on the left breast.

**3.10.3. Winter Trousers.** Employees may wear suspenders with the trousers but they must be concealed from public view.

**3.10.4. Winter Shirt.** The shirt must be French blue.

**3.10.5. Summer Shirt.** The shirt must be French blue made of permanent-press material, machine washable, and short-sleeved.

**3.10.6. Headgear:**

3.10.6.1. Police wear a navy-blue sheriff's-style hat in wool felt for winter and in straw for summer. The headgear has a moisture-proof lining with a leather sweat band. It must be worn with appropriate insignia. The hat has braid with acorns; gold braid for supervisors and silver braid for other personnel.

**3.10.6.2. Guards.** Headgear for guards will consist of a navy-blue garrison-type hat with Corfam or similar bill. Patent leather is not authorized. Wear an appropriate cap insignia as authorized in this instruction while on duty. During inclement weather, guards may wear a rain cap cover (conventional black or police-type) with a detachable skirt.

**3.10.6.3. Sun Helmet.** The sun helmet must be a gray military-type model, with a chin strap and a hole in the front center for the cap insignia.

**3.10.7. Raincoat.** The raincoat must be a black rubberized police-type model.

**3.10.8. Waist Belt.** The waist belt must be plain black (standard) leather with a conventional buckle.

**3.10.9. Neckties.** Neckties must be plain and navy blue four-in-hand. Leather ties are prohibited.

**3.10.10. Shoes.** A black policeman leather or a black plain toe dress-type leather shoe model with standard heels must be worn. Employees may wear good quality, lightweight black dress rubbers during inclement weather.

**3.10.11. Socks.** Socks must be black and made of good quality material.

**3.10.12. Winter Gloves.** Winter gloves must be black and made of good-quality, light-weight leather. Gloves made of heavy material that interferes with the proper use of weapons is not authorized.

**3.10.13. White Summer Gloves.** Commanders may authorize employees to wear white summer gloves.

**3.11. Insignia, Badges and Decorations.** The insignia prescribed in this chapter are authorized only for civilian guard and police uniforms. Commanders must ensure that employees don't purchase or wear unauthorized items of insignia.

**3.11.1. Supervisory Personnel.** Supervisory personnel (Chief, Assistant Chief, Captain, Lieutenant, and Sergeant) may wear the appropriate insignia on uniforms. Commanders prescribe how to wear the insignia.

**3.11.2. Chief and Assistant Chief.** The shoulder insignia will be worn centered on the left sleeve of the overcoat, windbreaker, car jacket and shirts, 1 inch below the shoulder seam. The supervisory insignia is blue serge with silver embroidery, worn immediately below the shoulder insignia on the left sleeve of the car jacket, overcoat, windbreaker, and shirts. (See figure 3.8.)

**3.11.3. All Other Guards and Police.** The shoulder insignia will be worn centered on the left sleeve of the overcoat, windbreaker, car jacket and shirts, 1 inch below the shoulder seam. (See figure 3.8.)

**3.11.4. Cap Insignia and Badge.** The words "Department of Defense" must appear at the bottom of the badge and the word "Police" must appear at the top. Supervisors wear gold badges and nonsupervisory guards will wear silver badges. The cap insignia and badge are identical in size and vary only in their attachment devices.

**3.11.4.1. Engraving.** The scroll space on the insignia or badge may have an engraved title or rank of supervisors or badge serial numbers for nonsupervisors (such as Chief, Capt., -1, -2, -3). The horizontal band may have an engraved activity identification, (for example, Bolling Air Force Base Washington DC). Engraving is a local commander responsibility to be provided by the installation or activity concerned.

**3.11.4.2. Display.** The badge must be worn on the left breast of the shirt and the outer garment. The cap insignia must be secured to the cap through the front eyelet.

**3.11.5. Procurement.** Badges and insignia will be requisitioned through supply channels.

**3.11.6. Name Tag.** Name tags must be worn on the summer and winter uniform and must be placed on line with the flap of the right breast pocket.

**3.12. Comfort Items.** Police and guard personnel may wear items of clothing essential to their health and comfort, and if the uniform conceals these items.

**3.13. Protective Clothing.** Commanders may issue foul weather items to employees who need such clothing to carry out their assigned duties efficiently. (See T/A 016.)

**3.14. Protective Equipment.** Commanders may issue protective equipment to employees performing regular duties that are inherently hazardous or are made hazardous by adverse temperature, footing, lighting, ventilation, and so on.

**3.15. Exceptions.** Personnel may deviate from these standards and specifications only in unusual circumstances and only after getting HQ USAF/DPC approval. Send requests for exceptions to any conditions or requirements established in this chapter to the MAJCOM. The MAJCOM sends requests it approves to HQ USAF/SP, 1340 Air Force Pentagon, Washington DC 20330-1340 for final endorsement.

Figure 3.1. Car Jacket and Winter Coat.



Figure 3.2. Overcoat.



Figure 3.3. Summer Windbreaker and Summer Trousers.

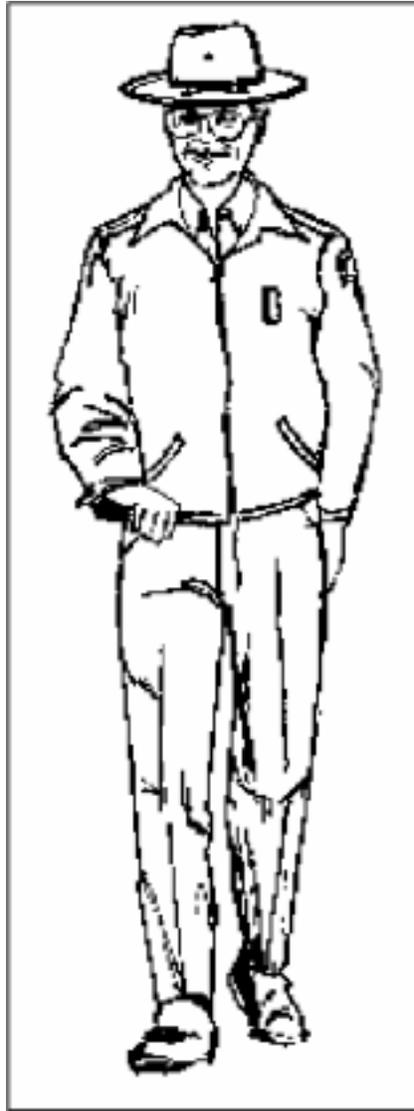


Figure 3.4. Summer Shirt and Summer Trousers.



Figure 3.5. Winter Shirt and Winter Trousers.

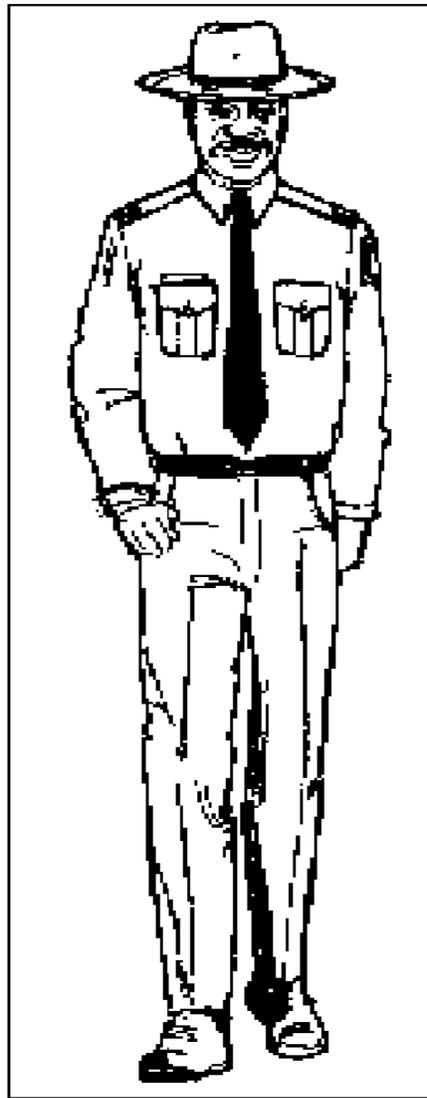


Figure 3.6. Police Headgear.



Figure 3.7. Guard Headgear.

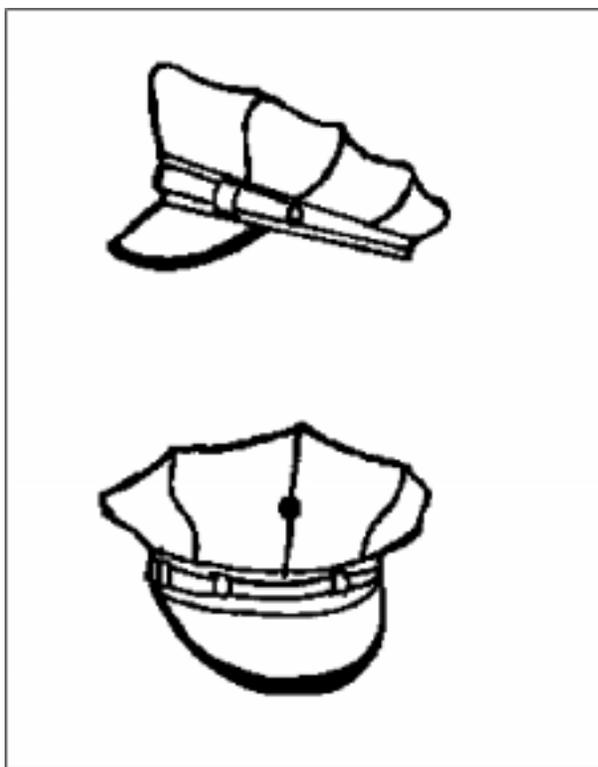


Figure 3.8. Insignia for Supervisors and How Worn (When appropriate, "Police" may be substituted for "Guard.")

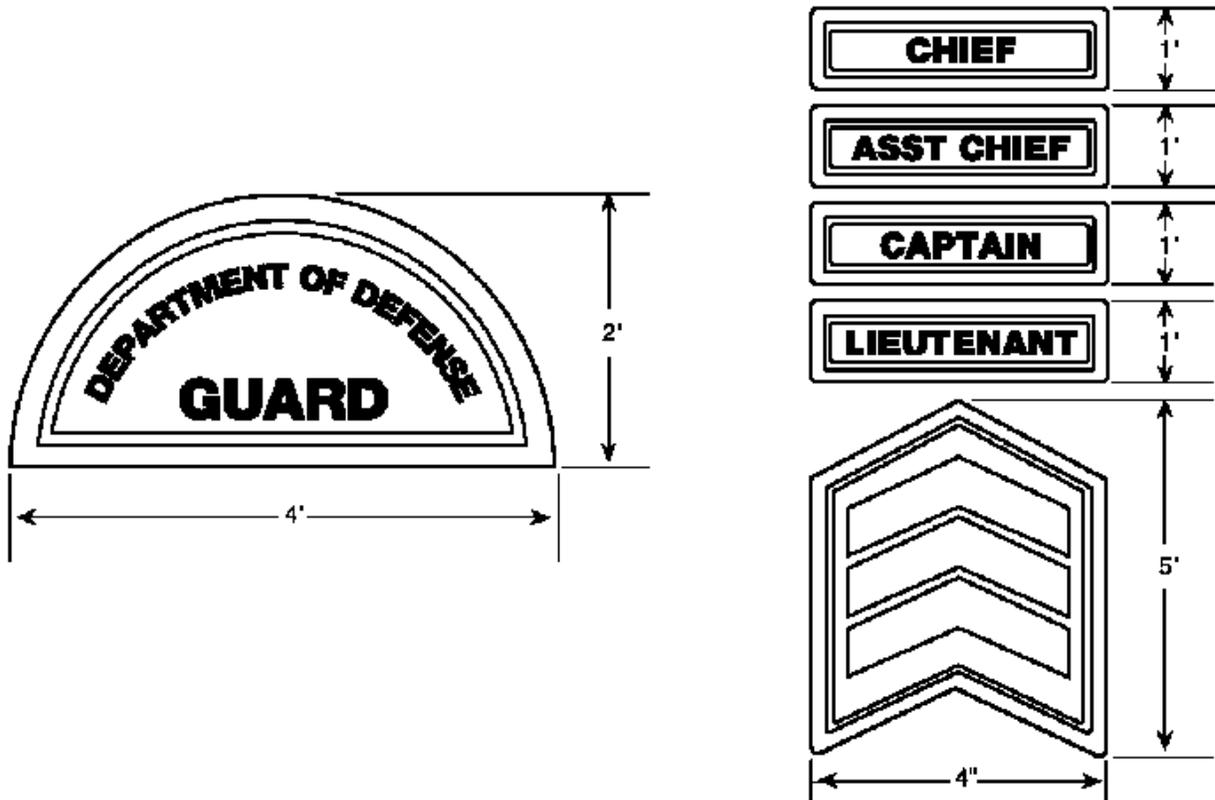
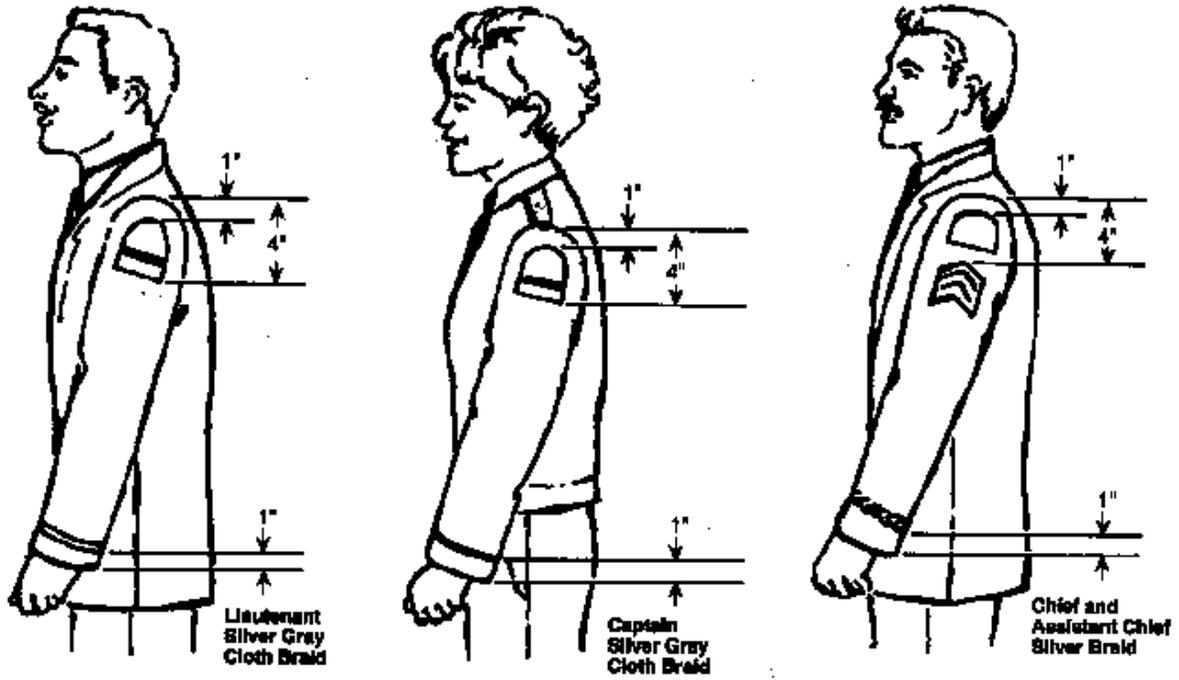


Figure 3.8. Continued.



**Table 3.1. Authorized Uniforms For Civilian Guards And Police.**

A	B	C		
		Warm	Mild	Cool-Cold
ARTICLE	Tropical and Semitropical Zones (See note 1)	Temperature Zones (See Note 1)		
Overcoat				O
Car Jacket	O	O	X	X
Windbreaker		X	X	O
Trousers (winter)		O	X	X
Trousers (summer)	X	X	O	
Shirt (winter)		O	X	X
Shirt (summer)	X	X	O	
Cap	O	O	X	X
Cover, Cap	O	O	X	X
Cover, Rain Cap (see note 2)	O	O	O	O
Raincoat (see note 3)	O	O	O	O
Belt, Gun	X	X	X	X
Necktie	O	O	X	X
Insignia, Supervisory	X	X	X	X
Insignia, Shoulder	X	X	X	X
Shoes, Black	X	X	X	X
Rubber Shoe (see note 3)	O	O	O	O
Socks, Black	X	X	X	X
Gloves, Black			O	X
Gloves, White	X	O		
Sheriff Hat	X	X	X	X
Sun Helmet (see note 2)	O	O	O	
US Flag Replica (see note 3)	O	O	O	O

**NOTES:**

1. See T/A 016.

2. Commanders may authorize guards whose tour of duty involves exposure to wet weather to purchase and wear this item.
3. Commanders may authorize employees to purchase and wear this item.

## Chapter 4

### UNIFORMS FOR FIRE PROTECTION PERSONNEL

**4.1. Covered Employees.** This chapter's requirements apply to all civilians employed by the Air Force at base-level fire protection organizations in the GS-081, *Fire Protection and Prevention Series*. These requirements also apply to Fire Alarm Communications Center (FACC) operators, regardless of series.

**4.2. Purpose of the Uniform.** Fire protection personnel must wear uniforms for proper identification.

**4.3. Uniform Material Performance.** The uniform clothing that fire protection personnel wear under their firefighter protective bunker clothing ensembles must comply with National Fire Protection Association (NFPA) 1975 (Station/Work Uniforms for Firefighters).

**4.4. When To Wear the Uniform.** Uniforms must be worn at all times while on official duty.

#### 4.5. Parts of the Uniform:

**4.5.1. Chief's Uniform.** The fire chief's uniform is optional. It consists of these articles:

- Jacket with optional stripes on both sleeves.
- Protection badge, patches, and insignias.

**4.5.2. Standard Uniform.** The standard uniform for fire protection personnel consists of these articles:

- Jacket (optional).
- Name tag, prescribed patch and badge.
- Work coat (optional).
- Trousers.
- Shirt with epaulets.
- Sweater (optional).
- Cap.
- Tie.
- Coveralls.
- Fitness clothing.
- Raincoat (optional).

**4.5.3. Station and Work Mode Uniform.** The station and work mode uniform consists of these articles:

- Open collar uniform shirt.
- Aircrew style name patch.
- Trousers.
- Jacket (depending on climatic).
- Outer garments with a fire protection badge.

- Belt.
- Shoes.
- Cap (when outdoors).

**4.5.4. Work Coat.** The work coat must be navy blue or black.

**4.5.5. Trousers.** The trousers must be of conventional type and style, without cuffs, matching the work coat and jacket in color (navy blue or black). The fire chief approves type and weight based on local weather conditions.

**4.5.6. Shirt.** The shirt must be uniform-type with two flap pockets, badge tab, shoulder flaps, and banded collar with collar stays. The fire chief approves the sleeve length, type, and weight of material based on local weather conditions. The fire chief, assistant chiefs, station chiefs and fire prevention specialists wear white shirts. The crew chief, lead firefighter, firefighters, and FACC operators wear light blue shirts.

**4.5.7. Sweater.** The sweater must be a navy blue or black V-neck, pullover in a ribbed knit wool blend.

**4.5.8. Cap.** The cap must be a round, conventional type with black visor. It must have eyelet holes in the front for personnel to attach a cap badge.

4.5.8.1. Caps worn by firefighters, crew chiefs, station chiefs and fire prevention specialists must be the same color (navy blue or black) as the uniform. Caps worn by the fire chief and assistant chiefs may be blue, white, or black, as determined by the fire chief. The riser of the cap may be solid or ventilated, as directed by the fire chief.

4.5.8.2. Crew chiefs and firefighters wear silver-faced cap straps without insignia. The fire chief and other fire officers wear gold-braided cap straps with or without insignia.

4.5.8.3. The fire chief may wear optional gold and red-flame insignias on the cap.

**4.5.9. Tie.** The tie must be plain black.

**4.5.10. Coveralls.** The coveralls must be of flame-resistant material that's labeled to meet the requirement of the latest edition of NFPA 1975.

**4.5.11. Raincoat.** Fire protection personnel may wear a raincoat as an optional uniform item. The raincoat must be a navy blue or black, three-quarters length, single-breasted type, made from a water-proofed blend or similar material that keeps acceptable appearance when wet.

**4.5.12. Optional Fire Chief Uniform.** The fire chief and other selected members of the department may wear the optional fire chief uniform, as determined by the fire chief. The uniform consists of a blazer-style jacket with matching or contrasting slacks. Personnel authorized to wear the optional uniform must also maintain the standard uniform requirement.

**4.5.13. Name Tag.** The name tag must be 1X3X1/16 inch, with a silver or gold background (matching the collar insignias) and black indented lettering, block type in 3/8 inch centered block type.

**4.6. Dress Mode.** The dress mode consists of a shirt, trousers, skirts, tie, cap and optional jacket, Air Force fire protection badge, patches, insignias, belt, name tag and shoes.

4.6.1. Female operations section fire protection personnel may not wear skirts. Skirts, when authorized, will normally be worn between the bottom of the knee and two inches above the top of the knee.

4.6.2. Fire protection personnel must appear in dress mode when they are on official business that brings them in direct contact with base or public officials or with the general public; on or off base.

#### 4.7. Wearing of the Uniform:

**4.7.1. Collar Insignia or Epaulets.** Personnel wear collar insignias or epaulets to reflect rank and position within the fire department. The department procures these items with operations and maintenance funds through normal supply channels.

4.7.2. The type and method of identification are:

- Fire chief: five crossed gold bugles.
- Senior assistant fire chief: four crossed gold bugles.
- Assistant chief: three crossed gold bugles.
- Station chiefs: two crossed gold bugles.
- Lead firefighter and crew chief : two parallel silver bugles.
- Driver operator: one silver bugle.

**4.7.3. Baseball Caps.** Personnel may wear a baseball-type during daily work conditions as prescribed by the fire chief.

**4.7.4. Coveralls.** The department issues coveralls for firefighters to wear during situations such as vehicle maintenance, live-fire training, or other situations that are likely to cause damage to the normal uniform. The coveralls contain an aircrew style name plate (ASNP).

**4.7.5. Badge.** Personnel wear the appropriate (duty position) fire protection badge on all uniforms, as specified for identification.

**4.7.6. Work Coat and Jacket Accouterments.** Coats and jackets must have the Air Force fire protection patch, or locally developed patch, on one sleeve. An American flag will be worn on the opposite sleeve. All personnel in the same installation must wear similar patches. Patches must be centered 1 inch below the shoulder seams. The fire chief may authorize personnel to wear other patches identifying areas of accomplishment (such as EMT).

4.7.6.1. A Maltese Cross designating service may be worn as an option on the left sleeve of the jacket.

4.7.6.2. Personnel must wear the appropriate Air Force fire protection badge centered 1 inch above the top of the left jacket pocket.

**4.7.7. Aircrew Style Name Plate.** Personnel must wear the ASNP on all station work clothing centered above the left breast pocket, touching the top of the pocket. ASNP will be worn on the work coat.

4.7.7.1. Personnel must wear the authorized badge on the ASNP. The most current badge, placed vertical, must be embossed on the right side of the name tag.

**4.7.8. Name Tag.** Personnel wear the name tag on all dress uniforms and on line with the flap on the right breast pocket.

**4.7.9. Accessories.** Uniform accessories, are not a part of the official uniform but must be consistent at each installation, as specified by the fire chief.

**4.7.10. Cap Insignia:**

4.7.10.1. The fire chief, senior assistant chief, and assistant chief's and station chief's wear gold cap insignia, along with the nonlettered fire trumpet design of the appropriate number to designate rank. The fire chief determines the insignia color for the fire prevention specialist. The cap insignia must not exceed 1-1/2 inches in diameter.

**4.8. Physical Fitness Clothing.** Physical fitness clothing identified in TA 016 for performing the Air Force Physical Fitness Program will be furnished to each fire fighter and worn for physical fitness activities.

**4.9. Exceptions.** Send requests for exceptions through MAJCOM for consideration to HQ Air Force Civil Engineering Support Agency (AFCESA) Fire Protection Directorate (DF), 139 Barnes Drive, Tyndall AFB FL 32403-5319.

Figure 4.1. Fire Chief Badge.



Figure 4.2. Senior Assistant Fire Chief Badge.



Figure 4.3. Assistant Fire Chief Badge.



Figure 4.4. Firefighter Badge.



## Chapter 5

### UNIFORMS FOR CHAUFFEURS AND MOTOR VEHICLE OPERATORS

**5.1. Covered Employees.** This chapter's requirements apply to:

- Chauffeurs of vehicles assigned to Secretary of the Air Force and additional key officials of the Air Force as designated from time to time by HQ USAF.
- Chauffeurs and operators of passenger vehicles designated by MAJCOM commanders or their designees.

**5.2. Purpose of the Uniform.** Employees wear uniforms for identification and proper appearance.

**5.3. When To Wear the Uniform.** The uniform must be worn on duty. Employees may also wear their uniforms when traveling between the place of residence and place of official duty.

**5.4. Seasonal Uniform.** The uniform specifications for chauffeurs consists of a winter and a summer uniform.

#### 5.4.1. Winter Uniform:

**5.4.1.1. Coat.** The coat must be dark blue, 13- to 15-ounce wool or worsted material, such as elastique, whipcord, serge, or similar material. It must be double-breasted, three- or four-button style, with peaked lapels, seam back, no vent, and be semifitting of conventional length.

**5.4.1.2. Trousers.** The trousers must be of a conventional type and plain design, with cuffs. The color and fabric must match the coat.

**5.4.1.3. Cap.** The cap must be made of dark blue material, such as elastique, whipcord, serge or similar material, with a standing front and flaring eight-point brim.

**5.4.1.4. Tie.** The tie must be conventional black four-in-hand of woven material, such as wool, silk, or rayon.

**5.4.1.5. Overcoat.** The overcoat must be of dark blue worsted fabric, such as wool gabardine, serge, whipcord, or similar clear-finish fabric. It must be water-repellent and double-breasted. It must be loose-fitting, full-skirted, and drawn in at the waist by an all-round belt of same material as the coat and fasten in the front with a buckle of nonmagnetic material. The coat must extend one-third of the distance from the kneecap to the ground. A removable liner of blue wool flannel is optional.

#### 5.4.2. Summer Uniform:

**5.4.2.1. Coat.** The coat must be the same style and color as the winter coat. The material must be a tropical fabric, such as tropical worsted, wool gabardine, rayon gabardine, or similar material.

**5.4.2.2. Trousers.** The trousers must be of conventional type and plain design, with cuffs. The color and fabric must match the coat.

**5.4.2.3. Cap.** The cap must be the same material and style as the winter cap, except for having a ventilated band.

**5.4.2.4. Tie.** The tie must be the same as the one worn with the winter uniform.

**5.4.3. Cap and Tie.** Uniform items for chauffeurs and operators of passenger vehicles are normally limited to a cap and a tie. Installation commanders may require these drivers to wear coats only when essential for the purposes of identification and appearance. Commanders may prescribe a jacket of the same color and material as the coat may be prescribed in lieu of the coat.

**5.4.4. Women's Wear .** Women employed as chauffeurs or operators of passenger-carrying vehicles substitute suitable articles of women's wear for the uniforms described in paragraph 5.4. These articles must be similar in color and material to those for male employees.

## **5.5. Uniform Standards:**

5.5.1. A white shirt and black shoes must be worn with both winter and summer uniforms.

5.5.2. A cap must be worn at all times when outside of a building and will be worn squarely on the head with the bottom edge horizontal.

5.5.3. The coat will be fully buttoned.

5.5.4. Trousers must be no higher than the top of the arch of the foot so that the socks won't show between the trouser bottom and the shoe top.

5.5.5. Overalls must be fully buttoned and belted.

5.5.6. Ties must be neatly tied with the conventional four-in-hand knot.

**5.6. Exceptions.** Send requests for exceptions through the MAJCOM to HQ USAF (LGTV) 5130 Air Force Pentagon, Washington DC 20330-5130.

## Chapter 6

### UNIFORMS FOR US CITIZENS IN OVERSEAS AREAS

**6.1. Covered Employees.** This chapter's requirements apply to all employees of US citizenship of the Air Force in overseas areas (including those employees being deployed to an overseas area) who are paid from appropriated funds. The requirements don't apply to civilian personnel covered by other chapters of this instruction.

**6.2. Purpose of the Uniform.** The purpose of the uniform is to protect Air Force employees by identifying them as members of the civilian component of the US Forces.

#### **6.3. When To Wear the Uniform:**

6.3.1. Employees wear uniforms in specially designated areas when prescribed by theater or air component commanders as a precautionary response to actual or potential hostilities or as a necessary part of a deployment.

6.3.2. Employees assigned to overseas areas normally don't have to wear a uniform before reporting to the overseas duty location.

6.3.3. Commanders of MAJCOMs or their designees may authorize uniforms for US citizen employees whose assigned duties require participation in exercises in supporting overseas deployments.

6.3.4. Unless otherwise approved, US citizen employees may not wear uniforms outside of overseas areas.

6.3.5. Theater or air component commander may authorize uniforms for employees of US citizenship in a specific overseas area to ensure that the personnel of all military departments in the area receive equitable treatment.

6.3.6. Employees must wear the uniform according to administrative instructions. Local instructions that direct Air Force military personnel on wearing apply equally to civilian employees, as appropriate.

**6.4. Allowances For Uniforms.** Commanders of MAJCOMs or their designees and theater or air component commanders may authorize the appropriate installation officials to furnish uniforms or pay a uniform allowance to civilian employees.

**6.5. Purchasing the Uniform.** Commanders who prescribe uniforms ensure that civilian employees can purchase the required uniform items. Employees may purchase the items through the Army and Air Force Exchange Service. Either new items or combat-serviceable items of uniform clothing are acceptable.

**6.6. Prescribed Uniforms.** The uniform's material is based on climate and other local conditions and must be consistent with the service uniform requirements established for military personnel in the same area. Commanders of MAJCOMs or their designees or theater or air component commanders determine the specific items of apparel listed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* (formerly AFR 35-10) or its implementing instructions. Both male and female civilian employees must wear uniforms.

**6.7. Identification Insignia.** Civilian employees authorized to wear uniforms under this chapter must wear a subdued insignia consisting of a black equilateral triangle with the letters "US" in olive drab color printed on an olive green cloth background. Wear the insignia centered 1 inch above the left breast pocket.

6.7.1. MAJCOM commanders or their designees and theater or air component commanders may authorize employees to wear optional insignia on the battle dress uniform (BDU) cap. The insignia must be placed directly in the front center of the cap.

6.7.2. The patch will be obtained from the Army and Air Force Exchange Service to ensure that it conforms with all other DoD identification insignia issued to civilian employees overseas.

**6.7.3. Nametape or Aircrew Style Name Patch.** Employees must wear a standard-size nametape or ASNP centered above the right breast pocket. Where possible, the nametape or ASNP should be consistent with the requirements established for military personnel in the same area.

**6.8. Issue Items.** Employees may use organizational and field clothing and equipment as a loan.

**6.9. Exceptions.** Send requests for exceptions through the MAJCOM to HQ USAF/DPC, 1040 Air Force Pentagon, Washington DC 20330-1040.

## Chapter 7

### UNIFORMS FOR PHYSICAL EDUCATION INSTRUCTORS

**7.1. Covered Employees.** This chapter's requirements apply to all General Schedule employees employed by the US Air Force Academy Athletic Department who teach physical education classes.

**7.2. Purpose of the Uniform.** Employees wear the uniforms to identify themselves as civilian instructors at the USAF Academy.

**7.3. When To Wear the Uniform.** Instructors wear the uniform when performing departmental duties within the confines of the athletic department.

**7.4. Parts of the Uniform.** The standard uniform consists of these articles:

**7.4.1. Shirt.** White short-sleeve with the instructor's name printed in blue on the right side of the shirt and USAFA Athletics with logo printed on the left side of the shirt above the breast pocket.

**7.4.2. Shorts.** Shorts are blue.

**7.4.3. Sweat Pants and Jacket.** Sweat pants and the jacket are blue and inscribed with the Department of Athletics emblem.

**7.4.4. Utility Jacket.** The utility jacket is blue and inscribed with the Department of Athletics logo.

**7.4.5. Swim Suit.** The swimming suit is blue.

**7.4.6. Shoes.** The shoes are predominantly white.

**7.4.7. Initial Issue.** USAFA issues each instructor these uniform items in these quantities:

<i>Item</i>	<i>Quantity</i>
White Instructor Shirt	3 each
Utility Jacket	1 each
Pants (warm up)	1 each
Jacket (warm up)	1 each
Socks	3 pair
Shoes (gymnasium)	1 pair
Shorts (trunks / general purpose)	2 each
Swimming Suit	2 each
Athletic Supporter (Males)	2 each
Bath Towels	2 each
White Tee Shirts	2 each
Sweat Pants	1 each
Sweat Shirt	1 each

**7.5. Wearing of the Uniform:**

**7.5.1. Shorts.** Shorts will be worn with the athletic shirt, white socks, and shoes.

**7.5.2. Sweat Pants and Jacket.** Sweat pants and jacket must be worn when outside during cool weather. Sweat pants may be inside at the discretion of the instructor. The jacket may be worn indoors or outdoors with the pants or shorts.

**7.5.3. Utility Jacket.** The jacket will be worn during inclement weather for intramurals or outside instruction classes.

**7.5.4. Swim Suit.** The swim suit will be worn only in the pool area during swimming, scuba, or intramurals.

**7.6. Exceptions.** Send requests for exceptions through HQ USAFA/AHP to HQ USAF/DPC, 1040 Air Force Pentagon, Washington DC 20330-1040.

## Chapter 8

### UNIFORMS FOR USAF WATER SURVIVAL SCHOOL

**8.1. Covered Employees.** This chapter's requirements apply to all civilian employees of the Air Force employed to operate and maintain the water craft fleet and assigned to the 3613th Combat Crew Training Squadron (CCTS), USAF Water Survival School.

**8.2. Purpose of the Uniform.** Employees wear the uniform to identify themselves as staff members at the USAF Water Survival School.

**8.3. When To Wear the Uniform.** Employees wear the uniform when on duty. Employees may also wear their uniforms traveling between their place's of residence and place of official duty.

#### **8.4. Parts of the Uniform:**

**8.4.1. Standard Uniform.** The standard uniform consists of:

**8.4.1.1. Trousers.** The trousers must be navy blue, cotton or polyester, conventional type.

**8.4.1.2. Shirt.** The shirt must be light blue, cotton, conventional type, matching the trousers, either long or short sleeve. An embroidered name tag must be worn above the left pocket.

**8.4.2. Standard Uniform (Hot Weather).** The standard uniform for hot weather consists of:

**8.4.2.1. Shorts.** The shorts must be navy blue with pockets.

**8.4.2.2. Short Sleeved Pullover.** The short sleeve pullover must be navy blue, collared, with a pocket.

**8.4.2.3. Hat.** The hat must be navy blue, baseball style.

**8.4.2.4. Belt.** The belt must be navy blue or black.

**8.4.2.5. Insignia.** Employees may wear squadron insignias, name tags, patches along or other insignias when approved by the Commander.

**8.4.3. Accessories.** Accessories are not a part of the official uniform, but prescribed by local commanders for uniform appearance. These accessories consist of:

**8.4.3.1. Deck Shoes.** The deck shoes must be either dark brown leather or dark blue upper canvas with non-skid soles.

**8.4.3.2. Belt.** The belt must be navy blue or black.

**8.5. Protective Clothing.** Commanders may issue employees foul weather items when such clothing is operationally necessary.

**8.6. Exceptions.** Send requests for exceptions through HQ AETC/DPC, 1851 1st Street East Ste 1, Randolph AFB TX 78150-5001 to HQ USAF/DPC, 1040 Air Force Pentagon, Washington DC 20330-1040.

## Chapter 9

### UNIFORMS FOR AIRCRAFT MAINTENANCE EMPLOYEES

**9.1. Covered Employees.** This chapter's requirements apply to all Laughlin AFB civil service aircraft maintenance employees of the 47th FTW Maintenance Complex.

**9.2. Purpose of Uniform.** Aircraft maintenance personnel wear uniforms for identification.

**9.3. When To Wear the Uniform.** Employees wear the uniform when on duty. Employees may also wear their uniforms when traveling between their places of residence and the place of official duty.

**9.4. Parts of the Uniform.** The basic uniform for all prevailing rate employees (WG, WL, WS) and General Schedule employees consist of :

**9.4.1. Trousers.** The trousers must be full-length, solid dark blue twill and made of cotton or a cotton and polyester blend that doesn't produce sparks.

**9.4.2. Skirt (optional for female employees).** The skirt or divided skirt must be solid dark blue made of cotton or a cotton and polyester blend. It must be no shorter than 2 inches above the knee.

**9.4.3. Shirts.** All shirts that prevailing rate employees wear must be long or half sleeve and made of cotton or a cotton and polyester blend material that doesn't produce sparks. Employees wear shirts in these colors:

- Nonsupervisory: Solid medium blue.
- Work Leader: Solid gray.
- Supervisor: White.

**9.4.4. Shirt or Blouse (Female Employees).** Female employees who primarily work outdoors or perform mechanical work wear the appropriate shirt listed in paragraphs 9.4.3. Supervisory female employees wear the white shirt prescribed in paragraph 9.4.3.

9.4.4.1. Employees who primarily work indoors wear shirts in these colors and styles:

- Non-supervisor:** Solid light blue long- or half- sleeve shirt or blouse made of cotton and polyester or cotton oxford cloth material.
- Supervisor:** White long- or short-sleeve shirt or blouse made of cotton and polyester or cotton oxford cloth.

**9.4.5. Work Jacket and Windbreaker.** Work jacket or windbreaker must be dark blue to match the trousers or skirt.

**9.4.6. Overcoat.** The overcoat must be dark blue, gray, or black. The coat may be lined or unlined.

**9.4.7. Tee Shirt.** Tee shirt must be a crew neck with quarter-length sleeves or longer, and made of cotton or a cotton and polyester blend. It must be the same color as the uniform shirt.

**9.4.8. Name Patch.** The name patch contains the individual's first and last name and the 47th FTW logo "XL."

**9.4.9. Belt.** The color of the belt should complement the uniform. The buckle must be no longer than 1-1/2 inches by 2 inches unless the buckle is covered in leather to shield its metal parts. (See figure 9.3.)

**9.4.10. Footwear (non-protective).** When the Air Force doesn't provide safety-toe shoes, employees must wear footwear that complements the color of the basic uniform. Nonprotective footwear doesn't include shower clogs or beach thongs.

**9.4.10.1. Footwear (protective).** Protective footwear must be black and meet AFOSH and OSHA requirements (ANSI Z41 Class 75 for men and ANSI Z41 Class 30 or higher for women).

**9.4.11. Alternative Managerial Items.** The Director of Maintenance may prescribe that senior managers, flight managers, and program managers wear these variations in lieu of the standardized uniform:

- Blue or gray trousers or skirts.
- White shirts or blouses with or without tie.
- Blue blazer or a blue or gray jacket.

**9.4.12. Accessories.** All optional accessories must be made of material that doesn't produce sparks. Employees must observe all relevant instructions and regulations when wearing these items of the basic uniform.

**9.4.13. Baseball Cap.** The baseball cap must be dark navy blue.

**9.4.14. Sweater.** The sweater must be a cardigan that complements the uniform.

**9.4.15. Jump Suit.** The jump suit must be dark blue, made of cotton or a cotton and polyester blend, long- or half-sleeve depending on the occupational safety needs of the work center.

**9.4.16. Tee Shirt.** Employees must wear a tee shirt if the outer shirt is removed.

**9.4.17. Exceptions to Wearing the Uniform.** Pregnant employees don't have to wear the standardized uniform. Employees with a medical exemption to specific uniform items don't have to wear those items until resolving their medical condition.

9.4.17.1. Temporary employees don't have to wear a uniform.

**9.4.18. Organization Patch.** Each employee receives six organizational patches, at no cost to the employees, when they are initially hired. Patches are attached to the uniform as shown in figures 9.1 and 9.2.

9.4.18.1. The patch is mandatory on shirts, work jackets, windbreakers and blazers. **NOTE:** Flight managers will wear this patch on blazers only. If the shirt doesn't have pockets, center the patch between the front buttons and the sleeve seam (sideways) and between the base of the collar and chest line (up and down) for males and at the start of the bust line (up and down) for women.

9.4.18.2. On work jackets, windbreakers, and blazers wear the patch on the left side. Patches must be centered on the chest pocket. If these items don't have chest pockets, male employees place the patch between the center front and sleeve seam (sideways) and the chest line and waist line (up and down) and female employees place the patch above the bust line, between the center front and the sleeve seam with care so that the patch is not covered by the lapel.

9.4.18.3. The patch is worn on the right side of the uniform shirt (See figure 9.3.). The base of the patch must rest and center on the top of the pocket. If the shirt doesn't have pockets, the patch must be centered between the front buttons and the sleeve seam (sideways).

**9.4.19. Name Patch.** The name patch must be worn on work jackets and windbreakers.

**EXCEPTION:** Flight managers may not wear name patches on any item.

9.4.19.1. Name patches will be attached to the right side of the uniform as shown in figure 9.2. The base of the patch must rest and center on the top of the pocket. If the shirt doesn't have pockets, center the patch between the front buttons and the sleeve seam (sideways). The base of the name patch must align with the base of the organization patch.

**9.4.20. Protective Footwear.** Protective footwear must be worn when provided by the Director of Maintenance to meet applicable safety standards.

**9.4.21. Sweater.** A sweater may be worn as an indoor garment to complement the uniform.

**9.4.22. Jump Suit.** The jump suit may be worn only in the work areas of hangars or shops.

**9.4.23. Overcoat (optional).** The overcoat will be worn at all times as an outdoor garment.

**9.4.24. Blazer.** The blazer will be worn as an indoor or outdoor garment.

**9.5. Government Furnished Items.** The Director of Maintenance may, issue employees foul weather items when such clothing is operationally necessary.

9.5.1. The Director of Maintenance issues protective clothing (for example, safety-toe shoes, ear muffs, ear plugs, gloves, so) at no cost to employees. These items must meet all AFOSH and OSHA standards. When an employee furnishes protective equipment, it must conform to the safety specifications and colors of the government-issued items.

**9.6. Exceptions.** Send requests for exceptions through MAJCOM to HQ USAF/LGSS, 1030 Air Force Pentagon, Washington DC 20330-1030.

Figure 9.1. Wear of Organization and Name Patches (Men).



Figure 9.2. Wear of Organization and Name Patches (Female).



Figure 9.3. Standard Buckle (Actual Size). Configuration of Belts.

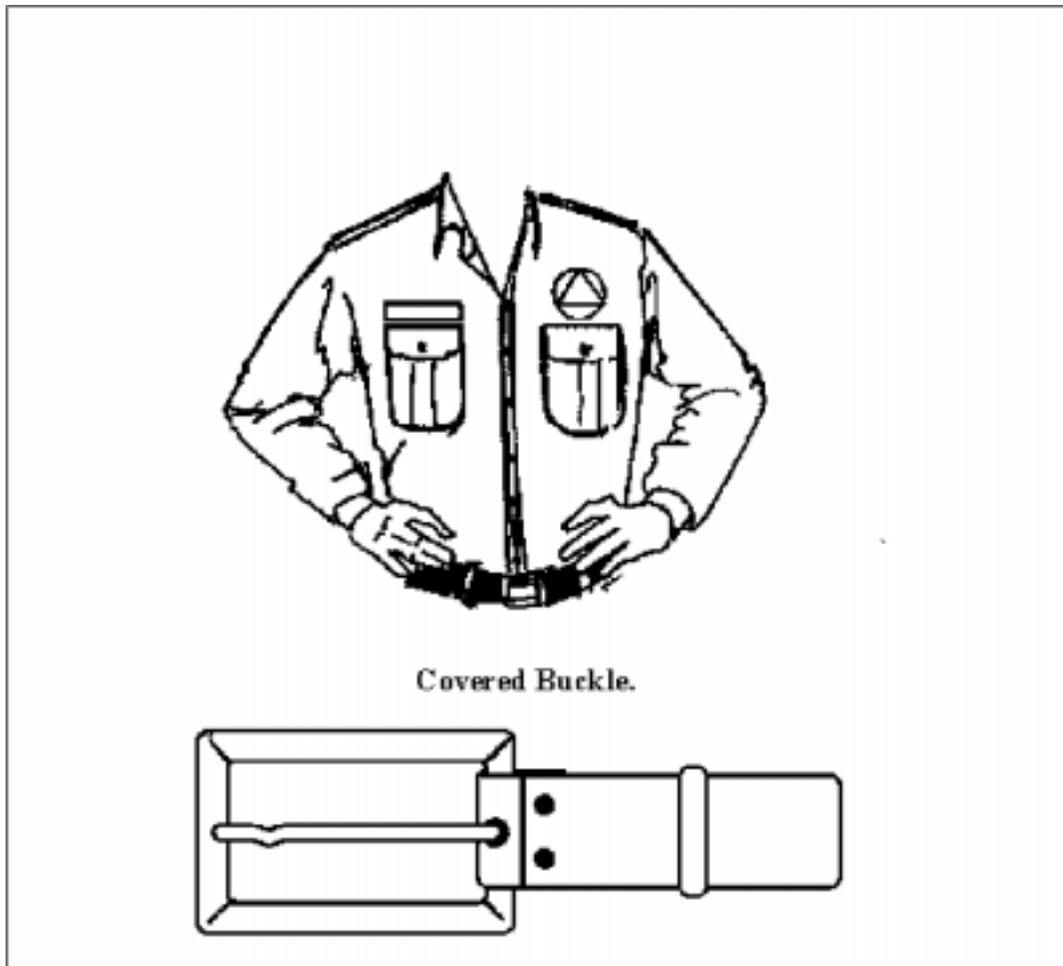


Figure 9.4. Configuration of Name Patch.

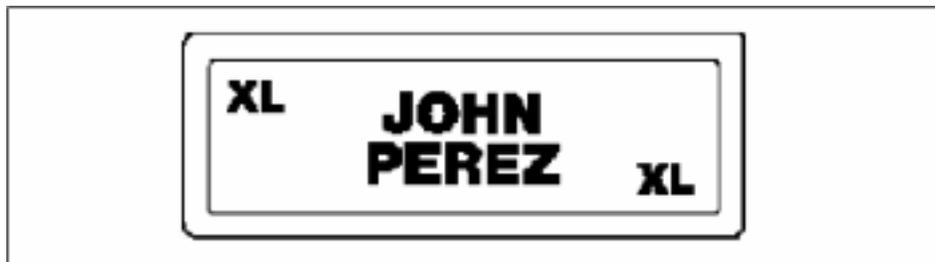


Figure 9.5. Configuration of Ball Cap.

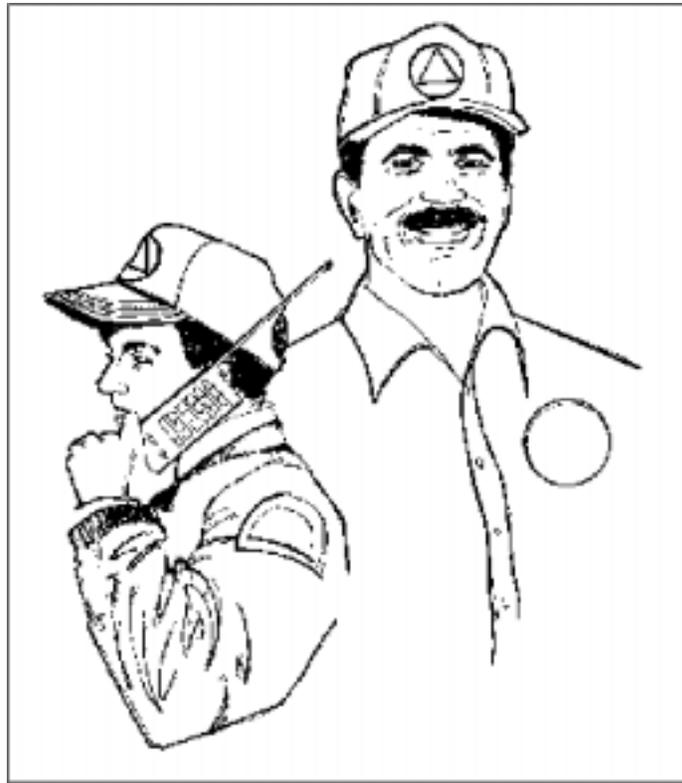


Figure 9.6. Organization Patch.



## Chapter 10

### UNIFORMS FOR MOTION PICTURE PROJECTIONIST

**10.1. Covered Employees.** This chapter's requirements apply to all civilian employees of Air University employed to operate audio-visual equipment. These employees are normally classified in the WG-3910 occupational series.

**10.2. Purpose of the Uniform.** This uniform identifies civilian employees assigned to operate audio-visual equipment.

**10.3. When To Wear the Uniform.** Employees wear the uniform when on duty and when traveling between their places of residence and the place of official duty.

**10.4. Parts of the Uniform.** The prescribed uniform consists of:

**10.4.1. Shirt or Blouse.** A solid light blue shirt or blouse made of cotton or a cotton and polyester blend.

**10.4.2. Trousers or Skirt.** Dress trousers or skirts must be of conventional design made of dark blue or black twill, and cotton or a cotton and polyester blend.

**10.4.3. Shoes.** Shoes must be black. Athletic footwear is not permitted.

**10.4.4. Accessories:**

**10.4.4.1. Belt.** The belt, if worn, must be black.

**10.4.4.2. Socks.** Socks must be dark blue or black. Hosiery must be coordinated with the rest of the uniform.

**10.4.4.3. Necktie or Scarf.** Neckties or scarfs must be dark blue, with no pattern. The supervisor may establish guidelines that require employees to wear a necktie or scarf.

**10.4.4.4. Name Tag.** An approved name tag must be worn on the left side of the shirt or blouse.

**10.5. Exceptions.** Send requests for exceptions through HQ AETC/DPC to HQ USAF/DPC, 1040 Air Force Pentagon, Washington DC 20330-1040.

BILLY J. BOLES, Lt General, USAF  
Deputy Chief of Staff/Personnel

**Attachment 1****GLOSSARY OF ABBREVIATIONS AND ABBREVIATIONS***Abbreviations and Acronyms*

**HQ AETC/DPC**—Headquarters Air Education and Training Command, Directorate of Civilian Personnel

**HQ USAF/DPC**—Headquarters United States Air Force Director, Civilian Personnel Policy and Personnel Plans

**HQ USAF/DPCE**—Headquarters United States Air Force, Civilian Entitlements and Benefits Division, Directorate of Civilian Personnel

**HQ USAF/LGSS**—Headquarters United States Air Force, Supply and Fuels Policy Division

**HQ USAF/LGTV**—Headquarters United States Air Force, Vehicles Equipment and Facilities Division

**HQ USAF/SP**—Headquarters United States Air Force, Security Police

**HQ USAFA/AHP**—Headquarters United States Air Force Academy, Athletic Programs

**SF**—Standard Forms